

SVS Switched Order Form PIC's and Calling Cards (On-Net)

Section 1: Government Specific Information

Service Information			
Service Requested:	<input type="radio"/> Calling Cards <input type="radio"/> SVS/PIC's <input checked="" type="radio"/> Both Calling Cards & SVS/PIC's		
Agency Name:	COECharleston		
Agency Service Request No.:	(Internal Tracking Number for your use highly recommended) 123-4567		
Agency Billing Code:	(Agency specific) 5678	Service Due Date:	(Add 21 business days to MCI order entry date) January 22, 2000
Hierarchy Code:	N/A		
Price Quote:	N/A		
Purchase Order No.:	N/A		
Project No.:	N/A		
Billing Type:	<input checked="" type="radio"/> Centralized Billing <input type="radio"/> Direct Billing		
Notification Status:	N/A		

Designated Agency Representative Information					
First Name:	John				
Last Name:	Dar				
Address:	1234 Main Street, Suite 1				
City:	Charleston	State:	SC	Zip:	55555
Email:	John.Dar@coecharleston.mil				
Phone:	(123)555-1212				

Originating Local Government					
First Name:					
Last Name:					
SDP ID Originating:					
Address:					
City:		State:		Zip:	
Email:					
Phone:					

Terminating Local Government Contact				SAMPLE COPY	
First Name:					
Last Name:					
SDP ID Originating:					
Address:					
City:		State:		Zip:	
Email:					
Phone:					

Service Coordinator Information					
First Name:		Joann			
Last Name:		Lindberg			
Address:					
City:		State:		Zip:	
Email:					
Phone:		(703)902-6147			

Section 2: Setup Information

Account Team Information

Lead Sales Rep Information					
First Name:		Steve			
Last Name:		Scott			
Email:		Steven.Scott@wcom.com			

Order Information

General					
Attention OE Hub Rep Name:					
Standard Interval:					
Choose One:	<input type="radio"/> Standard Interval (above)	<input checked="" type="radio"/> Requested Due Date	Expedite:	<input type="radio"/> Yes	<input type="radio"/> No
If Requested Due Date, Indicate Date:		(same as Service Due Date on Section 1: Service Information)			
		January 22, 2000			
Verification of Order:					
Do you have an LOA for this order?:		<input type="radio"/> Yes <input type="radio"/> No			
It is the Branch/Account Team's responsibility to ensure that an LOA is obtained and on file at their MCI location					
Who will conduct verification of this order?:		<input checked="" type="radio"/> Branch/Account Team <input type="radio"/> Hub <input type="radio"/> No Verification – sensitive customer			
Verification Contact Name:					
Verification Phone #:		Hours Available:			
If Branch/Account Team, person that verified:		Joann Lindberg			
Date Verified:					
If No Verification, the Branch/Account Team is accepting responsibility for the Accuracy of the information contained in the order.					

Related Order Information

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Are There Related or Integrated Orders?:	<input type="radio"/> Yes	<input type="radio"/> No	
Specify Related Order Numbers or Product Types:			

General			
Billing ID:	<input checked="" type="radio"/> New <input type="radio"/> Existing		
If Existing, Billing ID Number:	(if new, contact Joann Lindberg at number above) #12345		
Corporate ID:		NASP ID:	90FTAM0001
Is there a Promo?:	<input type="radio"/> Yes <input type="radio"/> No	Promo Code:	
Promo Level:		Term:	
Product Specific:			
Tax Exempt Status:		Invoicing:	
Rate Type:		Call Detail:	
Company Billing Mailing Address Information:			
Name:	Jane Dar		
Address:	COE, 6789 Oak Court		
Suite or Room #:	Room 21		
City:	Charleston		
State:	SC	Zip:	78910
Country:	USA		
Alternate Billing Address for Combined Billing Invoice:			
Company Name:			
Address:			
City:			
State:		Zip:	
Alternate Contact:			
Alternate Contact Title:			
Alternate Contact Phone #:			
Alternate Mailing Address for Tape Media:			
Company Name			
Address:			
City:			
State:		Zip:	
Alternate Contact:			
Alternate Contact Title:			
Alternate Contact Phone #:			
Billing Contact Information:			
First Name:	Jane		
Last Name:	Dar		
Title:	Comm. Specialist	Fax #:	(555)111-2222
Phone #:	(555)111-2223	Contact Extension:	X222

Section 3: Product Information**General****SAMPLE COPY**

Order Type:		VOS Functionality:	
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Service Location Information

Customer Service Location Information					
Local Customer Name:	(Local Unit or Office Title. Example: COE, Charleston)				
	COE, Charleston				
Address:	(Physical Location where service is terminated. No P.O. Boxes allowed)				
	9012 Maple Street				
City:	Centerville	State:	SC	Zip:	90123
Main Listed Phone #:	(555)555-5555	Bill Payer ID:	N/A		
Customer Contact Information					
Local Contact Name:	(Physical person at address for Lec coordination)				
	Paul Smith				
Local Contact Title:	Communications Coord.	Local Contact Phone #:	(555)777-7777		

Dial 1 Service Information

Number of Lines:		Bell Order Number:	
Is MCI the preferred local carrier where available/applicable:			
MCI PIC:		PIC Option:	

Feature Information

Profile Information:			
Profile Dialing Plan Minimum Length:			
Profile Dialing Plan Maximum Length:			
Dars Profile Order Number Exist?:			
If so, Existing Profile Order Number:			
If no Profile Order exists, hub rep must generate one.			
Feature Options – Basic:			
Accounting Codes (non-verified):			
Digital Dial-1 (SW56) Access:			
Feature Options – Optional:			
Personal ID Codes (verified):		10 Digit Restriction:	
Custom Range Privilege:		Remote Exchange:	
Dialing Plan:		Instant Ringdown:	
Is this a conversion?:		Account Number:	

ANI Detail
(applies to SVS/PIC's)

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	ANI'S	Accounting Codes		ID Codes		Range	Range Privilege Type	
		Yes/No	Length	Set	Length	Privilege	Custom	Universal
1	(555)111-2222	N		N		3	Y	
2	(555)222-3333	N		N		3	Y	
3	(555)444-6666	N		N		3	Y	
4								
5								
6								
7								
8								
9								
10								
11								
12								

Calling Card Service Information

Number of Codes		Number of Cards Per Code:	
*Calling Card Range Privilege: 0 = no privilege level 1 = to identify dialing plan calls only 2 = to identify dialing plan calls plus calls in the USA (Including Alaska & Hawaii) 3 = to identify dialing plan calls plus worldwide calls 4 = to identify dialing plan calls plus USA, Canada and the Caribbean	3	Promo Code:	50
		Do you want the Pin to appear on the Card?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Private Label?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Selectable Pin?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

*If Privilege varies by card, utilizing card holder name, or selectable PIN; complete the section below.

Calling Card Detail

	Cardholder Name (If you need more space use Bulk Order Form)	# of Cards	Pin #	Calling Range Privilege
1	John Dar	1		3
2	Jane Dar	1		3
3	Al Dar	1		3
4	Bob Dar	1		3
5	Carl Dar	1		3
6	Deb Dar	1		3
7	Ed Dar	1		3
8	Frank Dar	1		3
9	Gina Dar	1		3
10	Helen Dar	1		3

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Remarks Information

General Remarks	(Describe in your words the service requested.)
We require that all telephone lines are switched from AT&T to MCIWorldcom. We also require calling cards for names listed above. Calling cards include ability to place calls nationally and worldwide.	
Calls are billed to address above, centralized billing. Service terminates at COE Charleston.	